



# Department of Business License

JACQUELINE R. HOLLOWAY

DIRECTOR

500 SOUTH GRAND CENTRAL PKY, 3<sup>RD</sup> FLOOR; P.O. BOX 551810

LAS VEGAS, NEVADA 89155-1810

(702) 455-4252; (800) 328-4813

FAX (702) 386-2168

[http://www.co.clark.nv.us/business\\_license](http://www.co.clark.nv.us/business_license)

## CHECKLIST FOR APPLICATION FOR CHANGE OF BUSINESS LICENSE

Section 6.04.070 of the Clark County Code, provides guidelines for changes to existing business location, name, mailing address, officer changes and ownership changes. *(Please note: Pursuant to section 6.04.070(d) of the Clark County Code, changes to business ownership of 50% or more requires a new license, and a new business license application must be completed.)*

### I. All changes require the following:

1. The *Application for Change of Business License* form must be completed and signed by an owner or officer of the business.
2. A fee of \$25 will be charged for *each change on each license*. Payment can be made by **cash, check, or money order made payable to: Clark County Department of Business License**.
  - a. If renewing your license at the same time, please provide a separate check or money order for the license renewal fees and the change request fees.
3. Additional documents may be required for Regulated, Childcare, or Liquor & Gaming licenses. Please call (702) 455-3573 for further information.

### II. Business Location Change:

1. Preliminary zoning review. Contact Clark County Current Planning at (702) 455-4314.
2. The Fire Department Permit Survey form must be completed.
3. One of the following Proof of Rights to the business physical location:
  - a. Lease or Rent: An executed lease or rental agreement signed by the property owner or landlord; or
  - b. Sharing Space: A signed Letter of Authorization from lessee, business owner or officer; or
  - c. Property Ownership: A copy of the deed, mortgage agreement, bill of sales; or
  - d. Other Jurisdiction: If the new location is in a jurisdiction other than Unincorporated Clark
  - e. County, provide a copy of the approved business license with the current address from that jurisdiction.

### III. Business Name Change:

A file stamped copy of the Fictitious Firm Name (DBA) from the Clark County Clerk's office, or a file stamped copy of the Amended Name Change articles filed with the Nevada Secretary of State.

**Business Owner Change:** *(Please note: Pursuant to section 6.04.070(d) of the Clark County Code, changes to business ownership of 50% or more requires a new license, and a new business license application must be completed.)*

1. A notarized letter signed by an owner is acceptable;
2. A complete list of owners and ownership percentages is required per Clark County Code;
3. A stamped copy of the Resolution or Minutes filed with Nevada Secretary of State is acceptable;
4. A stamped copy of the new DBA filed with the Clark County Clerk's office is acceptable; and
5. For an owner's name change, a copy of the file stamped marriage or divorce decree is acceptable.

### IV. Officer Change:

1. Submit documentation of new officer(s) or the Amended Resolution filed with the Nevada Secretary of State.

### V. Mailing Address Change:

1. Complete the section for the new mailing address and have it signed by an Owner or Officer of the business. This change requires no additional documentation or fees.

**\* INCOMPLETE DOCUMENTATION FOR CHANGE REQUEST WILL BE RETURNED \***



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## APPLICATION FOR CHANGE OF BUSINESS LICENSE

### APPLICABLE LICENSE CHANGES AND FEES

Check all that apply:

- ☐ Change of Business Name - \$25 Fee ☐ Change of Business Officers - No Charge  
☐ Change of Business Location/Address - \$25 Fee ☐ Change of Business Mailing Address - No Charge  
☐ Change of Business Owners - \$25 Fee

(Please note: Pursuant to section 6.04.070(d) of the Clark County Code, changes to business ownership of 50% or more requires a new business license, and a new business license application must be completed.)

If you have additional licenses, please list the license numbers and include \$25.00 for each change on each license.

### CHANGE OF BUSINESS NAME AND/OR CHANGE OF LOCATION

Clark County Business License No.:		New Business Information:	
Old Business Name:		New Business Name:	
Old Business Address:		New Business Address:	
City/State	Zip Code	City/State	Zip Code

### CHANGE OF MAILING ADDRESS

New Mailing Address:	City/State	Zip
Business Telephone No.	Effective Date Of Change:	

### CHANGE OF BUSINESS OWNERS

For changes to ownership of 50% or more, you must complete a new business license application form.

Previous Owners Name: (First, M.I., Last)		New Owners Name: (First, M.I., Last)	
Percentage of Ownership:	Date of Birth (optional)	Percentage of Ownership	Date of Birth (optional)
Address		Address	
City/State	Zip Code	City/State	Zip Code
SSN: (optional)		SSN: (optional)	

### CHANGE OF BUSINESS OFFICERS (do not include owners)

Old Officer's Name/Title:		New Officer's Name/Title:	
Address:		Address:	
City/State	Zip Code	City/State	Zip Code
Telephone No.		Telephone No.	

### SIGNATURES (requires signatures of owner, officer, authorized or legal signer)

Signed Name:	Print Name:	Date:
Signed Name:	Print Name:	Date:

IF YOU REQUIRE ADDITIONAL INFORMATION, PLEASE CALL OUR LICENSING DIVISION at (702) 455-0174  
 Reminder: Don't forget to change the business name, location and/or ownership with the appropriate State Agency(s)

# CLARK COUNTY FIRE PERMIT SURVEY FORM

PROJECT ADDRESS (BUSINESS LOCATION) \_\_\_\_\_

PROJECT NAME (BUSINESS NAME) \_\_\_\_\_ DATE \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S) \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

INITIATING AGENCY: (Check Box, Agency Application/Permit #, and Agency Signature Required below)

☐  
☐

AIR QUALITY  
BUILDING DIVISION

☐  
☐

BUSINESS LICENSE  
CURRENT PLANNING

☐  
☐

FIRE DEPARTMENT  
HEALTH DISTRICT

INITIATING AGENCY APPLICATION # or PERMIT # \_\_\_\_\_

INITIATING AGENCY SIGNATURE \_\_\_\_\_

CHECK "Yes" or "No" for each item below that your building/business/project includes.

- |    | YES                      | NO                       |   |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Water supplied by a well or private water system                |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Propane tank(s)   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Aboveground or underground flammable/combustible liquid tank(s) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | High-piled storage* (see definition below)                      |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Spray paint booths  |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Medical Gas Systems   |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Combustible Dust Producing Operations                           |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Chemicals – Storage, Manufacture, or Use **                     |

*Fire Dept. Review/Comments Signature is only required for any "Yes" response.*

Fire Dept. Review/Comments

\_\_\_\_\_  
Signature Date

- ❖ A "Yes" response to any of the above conditions may require the applicant to obtain a permit from the Clark County Fire Department (CCFD). CONTACT CCFD PLANS CHECK AT (455-7100) IMMEDIATELY for permit requirements.
- ❖ A "Yes" response to conditions #7 and #8 also requires Signature of Building Division below and may require approval of a Special Use Permit through the Current Planning Division.

NOTE: Title 30, Section 30.04.160, provides for the revocation of any land use approval not in compliance with Codes.

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

CIRCLE ONE: Property, Building, or Business Owner ~ Occupant's Legal Representative ~ Responsible Party

ATTENTION: FAX COMPLETED FORM TO CLARK COUNTY FIRE DEPARTMENT AT (702) 735-0775

\* High-Piled Storage is storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves, where the top of storage is greater than 12 feet (3658 mm) in height. High-piled combustible storage also includes certain high-hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets and similar commodities, where the top of storage is greater than 6 feet in height.

\*\* Refer to the Clark County Fire Department's "Hazardous Materials Systems" Guideline.

## For Development Services – Building Division Use Only

Hazardous Occupancy Required? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, then Special Use Permit Required.

Building Division Signature \_\_\_\_\_

☐  
☐  
☐

New Construction  
Addition  
Remodel

☐  
☐

PAC Process  
Walk-thru

☐  
☐

Commercial  
Residential

~ DISTRIBUTION ~

CUSTOMER AIR QUALITY MANAGEMENT BUSINESS LICENSE DEPARTMENT FIRE DEPARTMENT HEALTH DISTRICT  
DEVELOPMENT SERVICES: BUILDING PLANS EXAMINATION ZONING PLANS CHECK CURRENT PLANNING